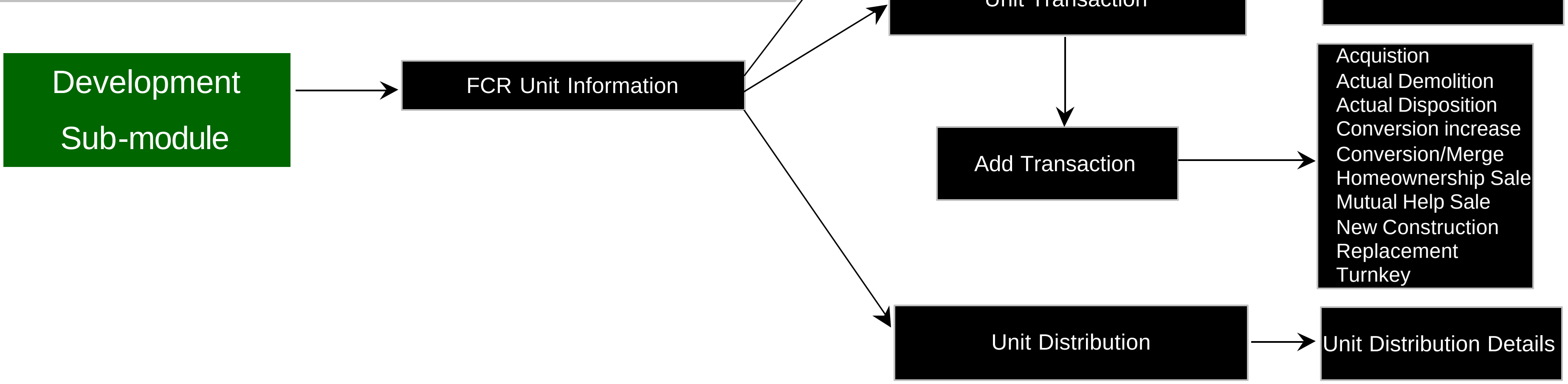
Office of Public and Indian Housing

PIH Information Center

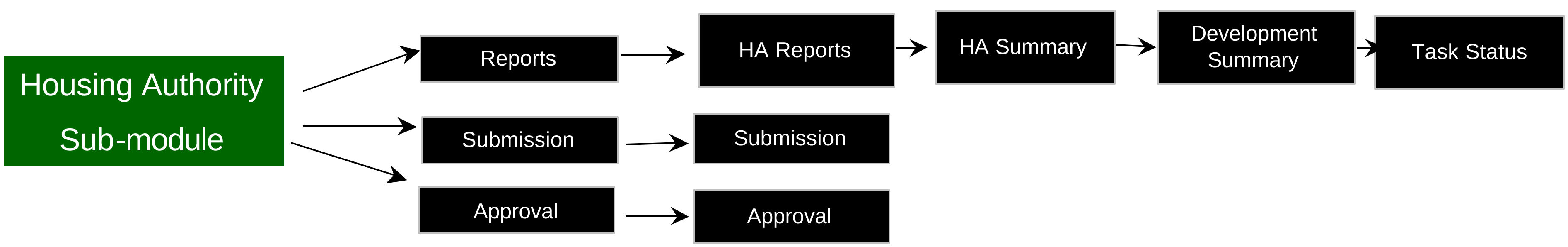
Job Aids

Capital Fund Data Verification Process Job Aid

Step 1 Reviewing FCR Unit Information



Step 2 Submitting/Approving HA Information



Reviewing FCR Unit Information: Development Task List

Development → **FCR Unit Information** → **Development Task List**

1. From the **Development Task List** information, select *Select View* from the dropdown menu.

   - For Field Office-HA view, select *HQ Office, Hub, Field Office*, and *Housing Authority* from the dropdown menus.
   - The *HQ Division* will automatically populate. For TARC-HA view, select *HQ Office, TARC*, and *Housing Authority* from the dropdown menus. The *HQ Division* will automatically populate.

2. Review the Development List information. That includes the FCR Current Status information.
3. Select the *Federal Fiscal Year* from the dropdown menu.
4. Review the Development List table.
5. Click on the specific Development Number link to select a development. The **Unit Transaction** page will appear.

Reviewing FCR Unit Information: Unit Transaction Summary

Development Task List → **Unit Transaction Summary**

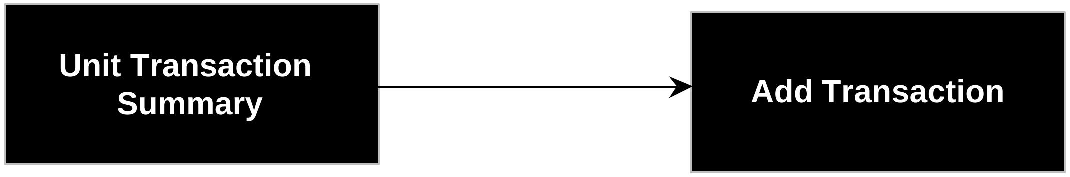
1. From the **Development Task List** page, click on a Development Number. You will now be on the **Unit Transaction Summary** page.
2. Review the Unit Transaction Details information.
3. Select *Unit Type* from the dropdown menu.
   - To add a transaction, click on the Add Transaction link. The **Add Transaction** page will appear.
   - To modify information, click on the specific Tranaction Type link. The specific **Transaction Type** page will appear.
4. Review the Unit Transaction table.
5. Once all the Unit Transaction information has been verified, click the **Yes** button in the *Unit Transaction InfoComplete?* field.
6. Click the **Save** button. The **Unit Transaction Summary** information is saved.

Reviewing FCR Unit Information: Unit Transaction Details

Unit Transaction Summary	→	**Unit Transaction Details**

1. From the **Unit Transaction Summary** page, click on a Transaction Type.
2. To modify the Current FY Units, click on the Current FY Unit link.
3. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
4. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
5. Review the *Available Unit(s)* and *Selected Unit(s)* box.
6. To select an available unit, click on the specific available unit(s).
7. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
8. To delete a selected unit, click on the specific unit.
9. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
10. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
11. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Add Transaction



1. From the **Unit Transaction Summary** page, click on Add Transaction link. You will now be on the **Add Transaction** page.
2. Select *Select Transaction* type from the dropdown menu.

   Note: When a Transaction Type is selected, the specific Transaction Type page will appear.

Reviewing FCR Unit Information: Acquisition

Unit Transaction Summary → **Add Transaction** → **Acquisition**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Acquisition** page.
2. Review the Actual Acquisition Unit information.
3. Select the DOFA Date (Target) information or select *Other* to enter the new date.
4. Select the *DOFA Date (Actual)* or select *Other* to enter the new date from the dropdown menu .
5. Select the *ACC Amendment Date* or select *Other* to enter the new date from the dropdown menu.
6. Select the *Unit Type* from the dropdown menu.
7. Review the Actual Acquisition Unit information table.
8. Click on the **Save** button. The **Acquisition Unit Transaction** infomation is saved.
9. To modify the Current FY Units, click on the Current FY Unit link.
10. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
11. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
12. Review the *Available Unit(s)* and *Selected Unit(s)* box.
13. To select an available unit, click on the specific available unit(s).
14. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
15. To delete a selected unit, click on the specific unit.
16. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
17. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
18. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Actual Demolition

Unit Transaction Summary → **Add Transaction** → **Actual Demolition**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Demolition** page.
2. Review the Proposed Demolition Application information.
3. Select the *Demolition Application Approved Date* from the dropdown menu.
4. Select the *Demolition Application Number* from the dropdown menu.
5. Select the *ACC Amendment Date* from the dropdown menu.
6. Select the *Action Date* from the dropdown menu.
7. Select the *Funding Source* from the dropdown menu.
8. Click **Yes** or **No** for *Are these Units Planned to be Replaced? field*
9. Select the *Unit Type* from the dropdown menu.
10. Review the Actual Unit information table.
11. To modify the Current FY Units, click on the Current FY Unit link.
12. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
13. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
14. Review the *Available Unit(s)* and *Selected Unit(s)* box.
15. To select an available unit, click on the specific available unit(s).
16. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
17. To delete a selected unit, click on the specific unit.
18. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
19. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
20. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Actual Disposition

Unit Transaction Summary → **Add Transaction** → **Actual Disposition**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Disposition** page.
2. Review the Proposed Disposition Application information.
3. Select the *Disposition Application Received Date* from the dropdown menu.
4. Select the *Disposition Application Number* from the dropdown menu.
5. Select the *ACC Amendment Date* from the dropdown menu.
6. Select the *Action Date* from the dropdown menu.
7. Select the *Funding Source* from the dropdown menu.
8. Click **Yes** or **No** for *Are these Units Planned to be Replaced? field*
9. Select the *Unit Type* from the dropdown menu.
10. Review the Actual Unit information table.
11. To modify the Current FY Units, click on the Current FY Unit link.
12. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
13. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
14. Review the *Available Unit(s)* and *Selected Unit(s)* box.
15. To select an available unit, click on the specific available unit(s).
16. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
17. To delete a selected unit, click on the specific unit.
18. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
19. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
20. Click the **Save** button if all the information is correct. The Actual Disposition **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Conversion Increase

Unit Transaction Summary → **Add Transaction** → **Conversion Increase**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Conversion Increase** page.
2. Select the *Conversion Increase Date* from the dropdown menu.
3. Select the *Action Date* from the dropdown menu.
4. Select the *ACC Amendment Date* from the dropdown menu.
5. Select the *Unit Type* from the dropdown menu.
6. Review the Actual Conversion Increase Unit Information table.
7. Click the **Save** button. The **Conversion Increase Transaction** information is saved.
8. To modify the Current FY Units, click on the <u>Current FY Unit</u> link.
9. Click on the <u>None Entered</u> link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
10. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
11. Review the *Available Unit(s)* and *Selected Unit(s)* box.
12. To select an available unit, click on the specific available unit(s).
13. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
14. To delete a selected unit, click on the specific unit.
15. C lick the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
16. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
17. Click the **Save** button if all the the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Conversion/Merge Decrease

Unit Transaction Summary → **Add Transaction** → **Conversion/Merge Decrease**

1. From the **Add Transaction** page, select the specific Transaction Type. You will nowbe on the **Conversion/Merge Decrease** page.
2. Select the *Conversion/Merge Decrease Date* from the dropdown menu.
3. Select the *Action Date* from the dropdown menu.
4. Select the *ACC Amendment Date* from the dropdown menu.
5. Select the *Unit Type* from the dropdown menu.
6. Review the Actual Conversion/Merge Decrease Unit Information table.
7. To modify the Current FY Units, click on the Current FY Unit link.
8. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
9. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
10. Review the *Available Unit(s)* and *Selected Unit(s)* box.
11. To select an available unit, click on the specific available unit(s).
12. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
13. To delete a selected unit, click on the specific unit.
14. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
15. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
16. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Homeownership Sale

Unit Trasnsaction Summary → **Add Transaction** → **Homeownership Sale**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Homeownership** page.
2. Review the Actual Homeownership Unit information.
3. Select the DOFA Date (Target) information.
4. Select the *DOFA Date (Actual)* from the dropdown menu.
5. Select the *ACC Amendment Date* from the dropdown menu.
6. Select the *Unit Type* from the dropdown menu.
7. Review the Actual Homeownership Unit information table.
8. To modify the Current FY Units, click on the <u>Current FY Unit</u> link.
9. Click on the <u>None Entered</u> link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
10. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
11. Review the *Available Unit(s)* and *Selected Unit(s)* box.
12. To select an available unit, click on the specific available unit(s).
13. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
14. To delete a selected unit, click on the specific unit.
15. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
16. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
17. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Mutual Help Sale

Unit Trasnsaction Summary → **Add Transaction** → **Mutual Help Sale**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Mutual Sale** page.
2. Review the Actual Mutual Sale Unit information.
3. Select the DOFA Date (Target) information.
4. Select the *DOFA Date (Actual)* from the dropdown menu.
5. Select the *ACC Amendment Date* from the dropdown menu.
6. Select the *Unit Type* from the dropdown menu.
7. Review the Actual Mutual Sale Unit information table.
8. Click on the **Save** button. The **Mutual Sale Transaction** infomation is saved.
9. To modify the Current FY Units, click on the Current FY Unit link.
10. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
11. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
12. Review the *Available Unit(s)* and *Selected Unit(s)* box.
13. To select an available unit, click on the specific available unit(s).
14. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
15. To delete a selected unit, click on the specific unit.
16. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
17. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
18. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: New Construction

Unit Trasnsaction Summary → **Add Transaction** → **New Construction**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **New Construction** page.
2. Review the Actual New Construction Unit information.
3. Review the DOFA Date (Target), DOFA Date (Actual), and Funding Source.
4. Select the *Funding Source* from the dropdown menu.
5. Select the *Unit Type* from the dropdown menu.
6. Click the right arrow. The selected available Development will appear in the *Selected Development* box.
7. To delete a selected Development, click on the specific Development.
8. Click the left arrow. The selected available Development will appear in the *Available Developments* box.
9. Click the **Save** button. The **New Construction Unit** information is saved.

2. To modify the Current FY Units, click on the Current FY Unit link.
3. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
4. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
5. Review the *Available Unit(s)* and *Selected Unit(s)* box.
6. To select an available unit, click on the specific available unit(s).
7. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
8. To delete a selected unit, click on the specific unit.
9. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
10. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
11. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Replacement

Unit Transaction Summary → **Add Transaction** → **Replacement**

1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **New Construction** page.
2. Review the Proposed Disposition Application information.
3. Select the Action Data from the dropdown menu.
4. Select the *Funding Source* from the dropdown menu.
5. Select the *Unit Type* from the dropdown menu.
6. Review the Actual Replacement Unit Information table.
7. To modify the Current FY Units, click on the Current FY Unit link.
8. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
9. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
10. Review the *Available Unit(s)* and *Selected Unit(s)* box.
11. To select an available unit, click on the specific available unit(s).
12. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
13. To delete a selected unit, click on the specific unit.
14. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
15. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
16. Click the **Save** button if all information is correct. The **Unit Transaction Details** page is saved.
17. To select an available development, click on the specific available Development.
18. Click the right arrow. The selected available Development will appear in the *Selected Development* box.
19. To delete a selected Development, click on the specific Development.
20. Click the left arrow. The selected available Development will appear in the *Available Developments* box
21. Click the **Save** button. The **New Construction Unit** information is saved.

Reviewing FCR Unit Information: Turnkey

Unit Transaction Summary → Add Transaction → Turnkey

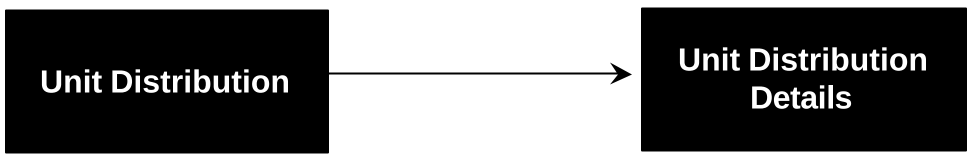
1. From the **Add Transaction** page, select the specific Transaction Type. You will now be on the **Turnkey** page.
2. Review the Actual Turnkey Unit information.
3. Select the DOFA Date (Target) information.
4. Select the *DOFA Date (Actual)* from the dropdown menu.
5. Select the *ACC Amendment Date* from the dropdown menu.
6. Select the *Unit Type* from the dropdown menu.
7. Review the Actual Turnkey Unit information table.
8. To modify the Current FY Units, click on the Current FY Unit link.
9. Click on the None Entered link, to add units to this transaction. You will now be on the **Unit Transaction Details** page.
10. Select the *Building Entrance, Unit Type* and *Unit Size* from the dropdown menus.
11. Review the *Available Unit(s)* and *Selected Unit(s)* box.
12. To select an available unit, click on the specific available unit(s).
13. Click the right arrow. The selected available unit will appear in the *Selected Unit(s)* box.
14. To delete a selected unit, click on the specific unit.
15. Click the left arrow. The selected available unit will appear in the *Available Unit(s)* box.
16. Review the Total Unit Count, Selected Unit Count, and the Available Unit Count information.
17. Click the **Save** button if all the information is correct. The **Unit Transaction Details** page is saved.

Reviewing FCR Unit Information: Unit Distribution

Unit Transaction Details → **Unit Distribution**

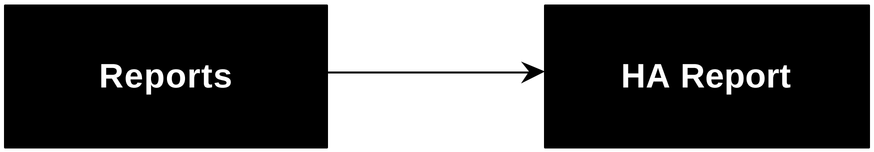
1. From the **Unit Transaction Details** page, click on the Unit Distribution tab. You will now be on the **Unit Distribution** page.
2. Review the FCR Development Distribution informaton that includes: Employee Units, Handicapped Units, and Non-Dwelling Units.
3. Select the *Unit Type* from the dropdown menu.
4. Reivew the FCR Unit Distribution table.
5. Once all Unit Distribution information has been verified, click the **Yes** button in the *Unit Distribution Info Complete?* field.
6. Click the **Save** button. The **Unit Distribution** information is saved.

Reviewing FCR Unit Information: Unit Distribution Details



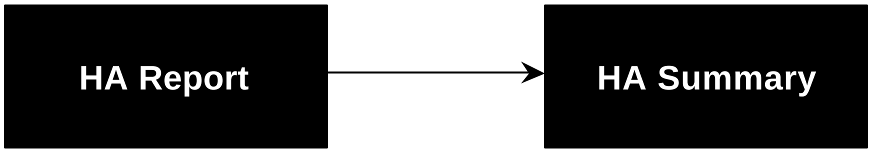
1. From the Unit Distribution page, select the .
2. Select the *Building Entrance, Unit Type,* and Unit Size from the dropdown menus.
3. Review the Unit Information details table.
4. Click the <u>Return to Unit Distribution Summary</u> link to return to the **Unit Distribution Summary** page.

Submitting HA Information: HA Report



1. Click on the **Reports** tab. You will now be on the **HA Report** page.
2. Select *Select View* from the dropdown menu.
2. Review the status information.
3. Review the Housing Authority Address information.
4. Review the Housing Authority Capital Fund Data Verification Contact.

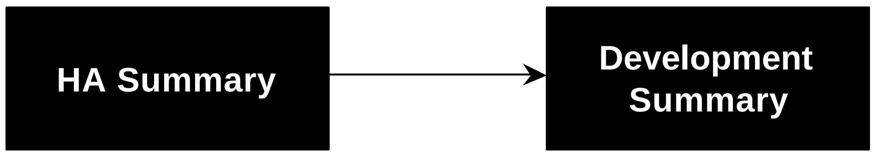
Submitting HA Information: HA Summary



1. From the **HA Summary** page, click on the **HA Development Summary** tab. You will now be on the **HA Development Summary** page.
2. Select *Select View* from the dropdown menu.
3. Review the HA Summary Report tables, this includes: *Dwelling Structures, Program Type, Development Method* and *Structure Type*.
4. Review the Current Unit Distribution information, this include: Handicapped Units, Employee Units and Non-Dwelling Units.
5. Review the Demolition Disposition, Replacement Units and conversion Unit tables.

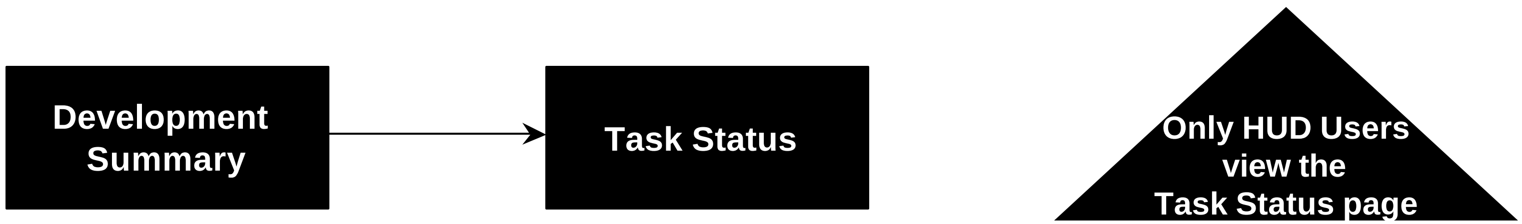
   Note: Results will vary based on security access rights.

Submitting HA Information: Development Summary



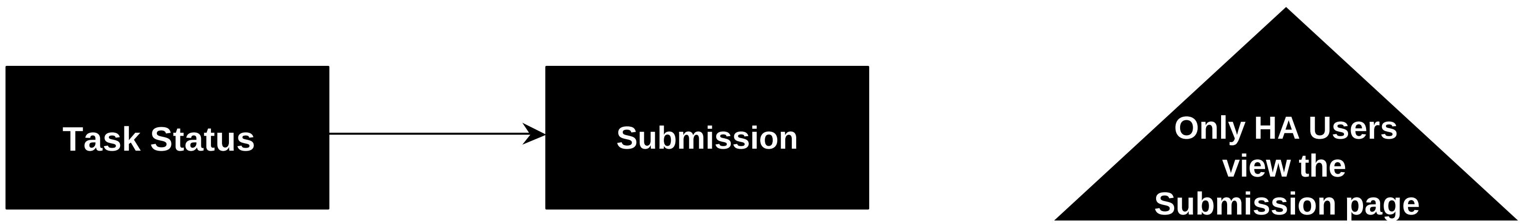
1. From the **HA Summary** page, click on the **Development Summary** tab. You will now be on the **Development Summary** page.
2. Select *Select View* from the dropdown menu.
3. Review the current status information.
4. Review the Development Profile, Development Management Office Addresses, and the Development Resident Manager information.
5. Review the information input into the Current Unit Distribution table, Occupancy and the Demolition Disposition information.

Submitting HA Information: Task Status



1. From the **HA Summary** page, click on the **Task Status** tab. You will now be on the **Task Status** page.
2. Select *Select View* from the dropdown menu.
3. Review the Status of each Housing Authority.

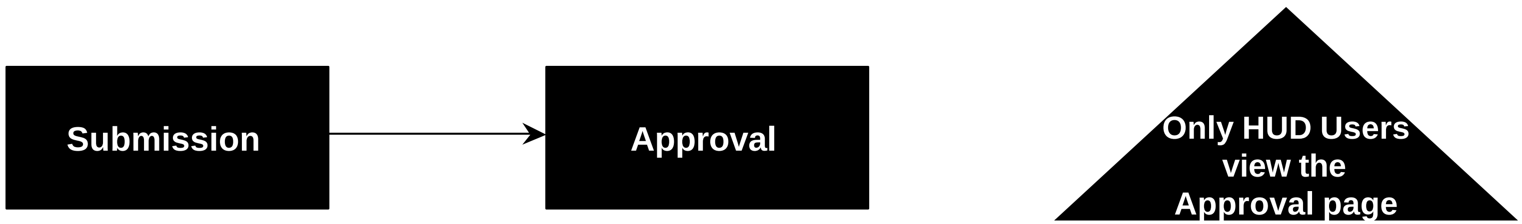
Submitting HA Information:



1. For HUD users, click on the **Submission** tab. You will now be on the **Submission** page.
2. Select *Select View* from the dropdown menu.
3. Select *Select Submission* from the dropdown menu.
4. Review the Task Status information.
5. Select the *Comment Type* from the dropdown menu.

   Note: To add comments, click on the Add Comment link.
6. Review the comments from the Comments information.
7. Click on the Back To Top link to return to the top of the comment information.

Note: Results will vary based on security access rights.



1. For HUD users, click on the **Approval** tab. You will now be on the **Approval** page.
2. Select *Select View* from the dropdown menu.
2. Select *HQ Office, Hub, Field Office*, and *Housing Authority* from the dropdown menus.
3. Review the Approve Data information.
4. Select the *Federal Fiscal Year* from the dropdown menu.
5. Select the *Select Submission Type* from the dropdown menu.
6. Review the Task Status information.
7. Select the *Comment Type* from the dropdown menu.
8. Review the Comments information.

Note: Results will vary based on security access rights.